

Exception to Policy Cover Sheet

Soldier's Last Name

First Name

SSN

Soldier's email address

Soldier's contact phone number

FCST Location and POC

FCST Phone Number

FCST Chief

Check the boxes for items submitted.

All Packets should include:

- ☐ Orders - PCS, TDY, deployment, etc. as appropriate.
- ☐ DA Form 4187 or memorandum - This will include detailed justification and all pertinent data.
O1-O3, W1 and E1-E6 Signed/endorsed by field grade officer
E7-E9, CW2-CW5 and O4-O10 Signed/endorsed by company commander
- ☐ DD Form 1172 - Verified copy.
- ☐ LES.

Additional documents as required by type of request.

OHA and/or COLA requests

- ☐ Memorandum from housing. Endorse request for retaining quarters (On or Off Post).
- ☐ Individual Logistical Support (ILS) approval
Installation/local approval for 90 or less.
NATO SOFA approval greater than 90 days.
- ☐ Copy of lease and DD Form 2367 if requesting OHA.
- ☐ DA Form 5960.
- ☐ Other documents as required - Medical, employment, school, etc.

BAH requests

- ☐ Flight itinerary.
- ☐ Copy of lease or mortgage (CONUS).
- ☐ DA Form 5960.
- ☐ Termination of government quarters (OCONUS).
- ☐ Copy of family care plan for single Soldiers or dual military.
- ☐ Copy of previous PCS orders (the ones that got them to Germany).
- ☐ Other documents as required - Medical, employment, school, etc.

I have reviewed the Soldier's MMPA and have verified all attached documents.

Signature and date